

Rough-Draft Business Reports With Lists

33

Goals

- Demonstrate improved speed and accuracy while typing.
- Correctly identify and apply basic proofreaders' marks.
- Correctly use Word's bullet and numbering features.
- Correctly format a rough-draft business report with lists.

A. WARMUP

alphabet
practice: s and d
easy

- 1 Jay began removing six dozen black quilts with petty flaws.
- 2 sod sad deeds desks dosed dudes dusts sheds sides soda suds
- 3 The men may be busy but they may go to the social with her.

Skillbuilding

B. MAP+: NUMBERS

Follow the GDP software directions for this exercise to improve keystroking accuracy.

PPP

PRETEST » PRACTICE » POSTTEST

PRETEST

Take a 1-minute timed writing.

PRACTICE

Speed Emphasis:

If you made 2 or fewer errors on the Pretest, type each *individual* line 2 times.

Accuracy Emphasis:

If you made 3 or more errors, type each *group* of lines (as though it were a paragraph) 2 times.

C. PRETEST: Discrimination Practice

4 Steven saw the younger, unruly boy take flight as he 11
5 threw the coin at the jury. The brave judge stopped the 22
6 fight. He called out to the youth, who recoiled in fear. 33
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

D. PRACTICE: Left Hand

7 vbv verb bevy vibes bevel brave above verbal bovine behaves
8 wew west weep threw wedge weave fewer weight sewing dewdrop
9 fgf gulf gift fight fudge fugue flags flight golfer feigned

E. PRACTICE: Right Hand

10 uyu buys your usury unity youth buoys unruly untidy younger
11 oio coin lion oiled foils foist prior recoil iodine rejoice
12 jhj jury huge enjoy three judge habit adjust slight jasmine

POSTTEST

Repeat the Pretest timed writing and compare performance.

F. POSTTEST: Discrimination Practice

Language Arts

Edit these sentences to correct any errors.

G. PROOFREADING

- 13 It doesnt matter how fast you can type or how well you now a
14 software program if you produce documents that are filled
15 with errors.
- 16 You must learn to watch for errors in spelling punctuation,
17 and formatting.
- 18 Look carefully between words and sentences.
- 19 Make sure that after a period at the end of a sentence, you
20 see one space.
- 21 Sometime it helps to look at the characters in the sentence
22 justabove the one you are proofreading to ensure accuracy.

Formatting

H. BULLETED AND NUMBERED LISTS

Numbers and/or bullets are used in documents to call attention to items in a list and to increase readability. If the sequence of the list items is important, use numbers rather than bullets.

To format bulleted and numbered lists in documents:

- Use the bullets or numbers feature to format the list using Word's default format.
- Use the same line spacing (single or double) between lines in the list as is used in the rest of the document.

I. BUSINESS REPORTS WITH LISTS

To format lists in a business report:

1. Press ENTER 2 times to insert 1 blank line above the list.
2. Between lines in the list, use the same spacing (single in a business report or double in academic reports) as is used in the rest of the document.
3. Insert 1 blank line below the list.
4. Spell-check, proofread, and preview your document for spelling and formatting errors.



**REFER TO
Reference
Manual**

R-12D: Examples of
Different Types of Lists

J. BASIC PROOFREADERS' MARKS

Proofreaders' marks are used to indicate changes or corrections to be made in a rough-draft document that is being revised for final copy. Study the chart to learn what each proofreaders' mark means.

Proofreaders' Marks	Draft	Final copy
Omit space	data base	database
Insert	if hes going, ^{not}	if he's not going,
Capitalize	Maple street	Maple Street
Delete	a final draft	a draft
Insert space	allready to	all ready to
Change word	and if you ^{when}	and when you
Use lowercase letter	our President	our president
Transpose	they all see	they see all
Single-space	SS [first line second line	first line second line
New paragraph	. . . to use it. ¶ We can	. . . to use it. We can

K. WORD PROCESSING: BULLETS AND NUMBERING

Study Lesson 33 in your Word Manual. Complete all of the shaded steps while at your computer. Then format the documents that follow.



Document Processing

Report
33-5
Business Report



Lines are shown with extra spacing for the proofreaders' marks. Type the report with standard spacing.

EFFECTIVE WAYS TO GET ACTIVE AS A FAMILY

By Mike Khouri

February 23, 20--

There is no doubt that parenting takes a great deal of time and more energy. Although it would seem that becoming active as a family group would expend even more energy and possibly create more stress the opposite is true. When the whole family participates in physical activities, children learn that being active is fun and makes everyone feel better.

(continued on next page)

GETTING STARTED

There are many ways in which you can get all family members up and participating in a newer, healthier lifestyle:

1. Make a list as a ~~family~~ family of activities you would ^{all} like to do together and post a schedule.
2. Make sure the list includes things everyone enjoys doing.
3. Plan a monthly activity ^{that} ~~which~~ involves walking out doors, such as a trip to the Zoo or camping.

^{SETTING} Family Rules

Once you have started this regimen, you will notice probably that the entire family has an increased energy level. However you may still need a few family rules to keep every one on track:

- Set a limit on the number of television hours allowed.
- Set ^{a limit} ~~limits~~ on computer games and Internet use.
- Don't use food as a reward for participating in family activities.
- Make these activities a high priority in your daily and weekly routines.

If you practice these methods to create and maintain the energy levels for your ~~entire~~ family, you will find that these routines will become a ~~very~~ natural part of your daily life. Enjoy the change and experiment with new activities each week. You will be likely pleasantly surprised at the changes you see in the family unit.

Report
33-6
Business Report

Open the file for Report 33-5 and make the following changes:

1. Change the first side heading to HOW TO GET STARTED. includes activities that are fun and upbeat.
2. Change the second side heading to HOW TO SET FAMILY RULES.
3. Change the second numbered item to this: Make sure the list
4. Change the fourth bulleted item to this: Don't let things get in the way of family activity time.